

SALARY & BENEFITS

The salary for this position depends on qualifications. The City provides an attractive benefits package which includes the following:

Retirement—Membership in the Arizona State Retirement System. The City matches the employee contribution of 5.2 %.

Medical Insurance—The City provides employees the option of an HMO or a POS plan. The City pays a portion of employee and family premiums up to a capped amount established by the City Council. Current monthly employee contributions for the HMO are \$16.65 for single coverage and \$67.15 for family coverage.

Deferred Compensation—available through Nationwide Retirement Solutions.

Annual Leave—20 days per year.

Sick Leave—12 days per year.

Holiday—10 paid holidays per year.

Income Protection –The City provides short term disability insurance coverage at no cost to the employee.

Voluntary dental, vision and supplemental life plans available.

Flexible spending accounts for medical reimbursement or dependant care available.

APPLICATION PROCESS

An application packet consisting of a resume with a signed cover letter outlining qualifications , an employment application , a list of five (5) professional references and salary history is required for consideration. An application can be obtained by calling the Human Resources Office at (520) 805-5507. or by visiting our website at www.douglasaz.gov.

Completed application packets should be sent to:

Ana Urquijo, HR Director

425 Tenth Street

Douglas, AZ 85607

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. The City will determine which candidates to invite to a formal interview process. Selection of the City Manager will follow shortly thereafter.

The City of Douglas is an

Equal Opportunity Employer

Announcement #: 25-04A

Closing Date: Open Until Filled

D o u g l a s , A Z

*Is seeking an
experienced, dynamic
and progressive
manager to serve as*



CITY MANAGER



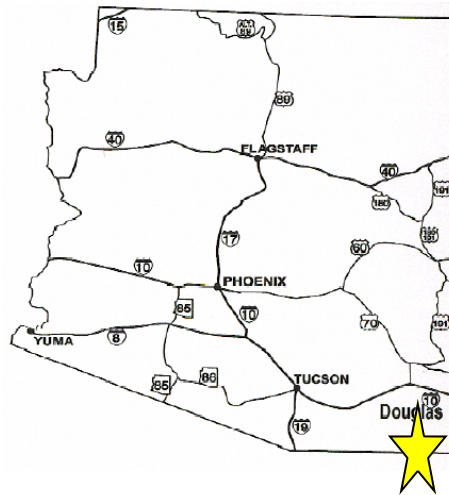
THE COMMUNITY

Located on the southeast corner of Arizona, bordering with the neighboring City of Agua Prieta, Sonora in Mexico, Douglas is a friendly City with a population of approximately 16,000 and a service population of 125,000 made up of

surrounding communities on both sides of the border. Douglas' location along the Mexican border creates challenges but also

presents tremendous market opportunities as well as providing a unique multi-cultural quality of life.

Douglas enjoys a rich history, a vibrant culture and a temperate climate year-round.



THE CITY

Douglas was incorporated in 1905 and operates under a council-manager form of government. The City Council consists of an elected



Mayor holding a four-year term and six council members

elected for four-year terms from within their respective City wards. The City has three newly elected Council Members.

The Mayor & City Council appoint the City Manager, City Clerk, City Attorney, City Magistrate and City Treasurer. Douglas has a current total all-funds budget of \$36.8 million and 189 full-time equivalent employees.

THE POSITION

The City Manager acts as the Chief Administrative Officer of the organization. The City Manager guides and directs the day-to-day operations of the organization and makes recommendations and provides leadership to the Mayor & Council on the budget, programs, policies and services. The City Manager carries out the organizations administrative responsibilities through a strong team of professional department heads.

QUALIFICATIONS

Candidates must possess a Masters Degree in Business /Public Administration or related field and have experience in managing a City. He or she must be able to develop and operate a complex municipal budget and should have strong fiscal management skills. An equivalent combination of related experience and education will be considered.

Due to Douglas being a border, bi-cultural and bilingual community, the need for a bilingual person could be considered or deemed mandatory.

PERSONAL CHARACTERISTICS

- A Participative Leader and Motivator
- High Moral and Ethical Standards
- Innovative & Resourceful
- Visionary Approach to City Management
- Action Oriented
- Comfortable With and Open to Diversity
- Excellent Verbal and Written Communicator
- Enthusiastic & Energetic

